FIZREE RASHID

PERSONAL INFORMATION

Nationality : Malaysian
Location : Kuala Lumpur, Malaysia

OFFICIAL CONTACT

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ACADEMIC BACKGROUND

2010 – 2012 : Bachelor Degree of Information Technology
Major: Web Development
Certification – **Royal Melbourne Institute of Technology (RMIT), Australia**

2014 – 2015 : Masters of Human Sciences in Psychology (Completed 3 semesters)
Specialisation: Industrial and Organisational Psychology
International Islamic University Malaysia (IIUM), Gombak

WORK EXPERIENCE

EDOTCO GROUP
Manager, People Strategy & Analytics *March 2024 – Present*

Here in EDOTCO I'm responsible for developing and executing the company's people strategy while working closely with the executive team and senior leaders to align the organization's human resources with its strategic goals. I'm also responsible for bringing innovation and technology into Human Resource.

People Strategy:
1. Develop and execute a comprehensive people and organization strategy aligned with the company's business objectives
2. Provide strategic guidance to the executive team on talent acquisition, development, and retention
3. Establish and track key performance indicators and OKRs for HR organization to measure effectiveness of people programmes and initiatives
4. Develop and maintain a strategic workforce plan to anticipate and meet the current and future staffing needs of the organization
5. Analyze industry trends, talent market data, and internal data to inform workforce planning decisions

People Analytics:
1. Establish key people metrics and analytics to measure the effectiveness of people-related programmes
2. Provide data-driven insights to inform decision-making and enhance workforce productivity
3. Conduct regular benchmarking exercise against leading companies and leading industries on people-related practices

People Innovation:
1. Develop and implement a digital transformation strategy for the HR department integrating innovative technologies and practices into HR processes
2. Reengineer HR processes to improve efficiency, accuracy, and responsiveness using digital tools
3. Automate repetitive HR tasks to improve efficiency and reduce manual errors
4. Identify, evaluate, and implement HR technology solutions
5. Utilize data analytics to drive decision-making and improve HR functions

DIGITAL NASIONAL BERHAD
Manager, HR Analytics & Organisational Effectiveness *May 2022 – February 2024*

Currently I'm supporting the leaders by providing the reports & dashboards with relevant metrics & analytics to support them in making informed decisions & I'm also helping my fellow colleagues to optimise & increase the value of their time & energy by optimising the processes & programming automations for low value tasks.

Tools:
Microsoft Power Platform (Power Automate, Power BI, Power Virtual Agent, Power Apps), ERP (Oracle), Microsoft Office (Excel, Power Query, etc.), SharePoint

Projects:
1. Recruitment chatbot & virtual assistant
2. People dashboard & analytics
3. Board (NRC) HR update report
4. Data management – compiling, cleaning, modelling, access management etc.
5. Claim automation
6. Letter automation
7. ERP configuration
8. Email & notification automation
9. Report automation
10. Assessment automation
11. Process optimisation
12. HR apps development

Principal, Talent Acquisition *June 2021 – April 2022*

DNB was established in March 2021 and I was fortunate to be headhunted & hired as part of the earliest few employees of the company. As the Principal, Talent Acquisition, I helped with the hiring of the right people into the company whom will be able to build the company up swiftly and carry out the monumental mission that has been mandated to us which is to bridge the digital divide in Malaysia through 5G network rollout. Together with the leaders, I've also helped to setup the guidelines, processes & tools necessary to complete the tasks & ensures proper governance.

Tools: LinkedIn Recruiter, Oracle Recruiting Cloud, Microsoft Power Platform (Automate/Flow, PowerBI), Microsoft Office
Hiring Country: Malaysia
Hiring Seniority: Executives up to C-1
Projects & Other Roles:
1. Recruitment process planning
2. Young talent hiring & development program
3. Internship program hiring & management
4. Process automation & optimisation
5. Data analytics & reporting
6. ERP tool technical evaluation, selection, configuration & implementation

NOKIA SERVICES & NETWORKS MALAYSIA
Talent Acquisition Partner *May 2019 – May 2021*

Responsibilities:

1. Managing end to end (full-cycle) recruitment process, ownership of and provide timely delivery of efficient, high quality recruitment process for all opened requisitions for business lines/markets. System: Taleo E-Recruitment by Oracle & SAP P24
2. Build and maintain partnerships with business leaders, hiring managers, HRBPs and outsourced partners to deliver workforce and talent acquisition plans
3. Partner with third party suppliers and contribute to a broad recruitment strategy across social media, direct sourcing and employee referrals
4. Act as the subject matter expert on recruiting markets, competitive trends, compensation, and other relevant areas
5. Proactive candidate sourcing utilizing multiple avenues to develop and execute creative sourcing strategies aimed at generating candidate flow as well as pipeline for upcoming searches
6. Design and deliver interview (including behavioural based) and evaluation processes for all types of roles in a systematic and collaborative manner, demonstrating thought leadership and innovation
7. Collaborate with the regional recruitment lead and business partners to support regional and global recruitment strategies internally and externally
8. Support and promote global brand for recruiting functions, student hiring initiatives and attend local events as needed
9. Currently handling recruitment for Thailand and Cambodia

Projects:

- Video interview project, regional and global level
- Global employee referral program (ERP) champion
- Sonru global upgrade project
- President, 2019 – Nokia Social Club Malaysia and part of Country Management Team
- Committee, 2019 – HSERT (Health Safety Emergency Response Team) Malaysia

CERTIFICATION

1. **SHRM Certified Professional**, 2023
   Society for Human Resource Management (SHRM, US)
2. **Occupational Psychology First Aid**, 2024
   National Institute of Occupational Safety and Health (NIOSH, MY)

RECENT TRAINING & CONFERENCE

- Human Resources: Using Metrics to Drive HR Strategy, 2023
- Certified Data Analytics – Advanced Analytics, 2023
- A Beginner's Guide to Power Automate – Automating Tasks Made Easy (Speaker), 2023